COOLAMON SHIRE COUNCIL
POSITION DESCRIPTION

Position:	**PLANT OPERATOR / RESERVE GRADER OPERATOR**
Status:	Permanent Full Time
Hours:	38 hours per week
Reports to:	Works Overseer
Directorate:	Engineering and Technical Services
Supervises:	Nil
Award/Grade:	Local Government (State) Award 2023 CSC Salary System Band 1, Level 3 A to Band 1, Level 3 H
Relationships:	Executive Managers; other Council staff; commercial, industrial and development professionals and contractors; and members of the public.

Position Summary

The position of Plant Operator / Reserve Grader Operator assists in the construction and maintenance of Council's infrastructure including roads, footpaths, drainage and recreational assets.

Key Responsibilities

- Operation of tractor/slashers, small compaction equipment, pumps and other minor plant.
- Occasionally required to operate grader.
- Occasionally required to drive light vehicles and/or truck requiring HC licence.
- Provision of required servicing, maintenance and cleaning to assigned plant item.
- Road pavement maintenance work.
- Bitumen sealing work.
- Basic digging and shovelling.
- Traffic Control.
- Occasionally required to excavate using a backhoe and operate a forklift, loader or other small plant item.
- Ensure compliance with Councils Policies, Procedures, Systems and processes as well as legislative requirements relevant to the position. Including but not limited to Workplace Health and Safety, Equal Employment Opportunities and Code of Conduct.
- Any other duties as directed and considered relevant to the role and area of responsibility.

Position Criteria

Qualifications, Certificates and Licences

1. Traffic Controllers Certificate (Implement Traffic Control Plans Desirable)
2. Current Class C Unrestricted Licence (HC desirable).
3. Current OH&S Construction Induction Certificate (White Card - Essential).

Experience, Skills and Knowledge

4. Demonstrated competence in the skills associated with road construction and/or maintenance
5. Demonstrated competence with Plant operation (including FE loader, Backhoe and Forklift) in earth moving activities and respective tickets or license

6. Demonstrate competence with operation of small plant items and respective tickets eg. Chainsaw, jackhammer, hand compaction equipment etc.
7. Effective communication (oral and written) and interpersonal.
8. Sound knowledge of statutory requirements of various acts and regulations relevant to the position and solid understanding and experience in risk assessment of projects, activities and tasks.
9. Demonstrated understanding of Equal Employment Opportunity and Health & Safety requirements relevant to the role including risk assessment of activities and tasks.

This description presents the major responsibilities required for this position. Council may direct the employee to carry out such activities that are within the limits of the employee's skill, competence and training as per Clause 9 of the Local Government (State) Award 2023.

Organisational Responsibilities

Code of Conduct
It is important that all employees act in a manner that enhances community confidence in Council. Whilst on duty, employees are to give the whole of their time and attention to the business of Council. Employees are required to carry out their duties conscientiously, honestly, fairly and impartially. Employees are required to comply with Council's Code of Conduct at all times.

Values
All employees are expected to uphold, promote and behave in a manner consistent with Council's values. Through a collaborative approach and a strong commitment, the values will support Council's mission and guide the organisation in achieving its vision.

Equal Employment Opportunity, Diversity & Inclusion
Coolamon Shire Council is committed to the development and implementation of its Equal Employment Opportunity Management Plan which is designed to develop a more creative and skilled workforce to provide better services to the community.

Coolamon Shire Council is committed to an inclusive culture where diversity of thought and background is valued. We appropriately encourage maintenance of cultural identity while sharing common ideals and promoting equality of opportunity. This supports every person and team to excel, and enables innovation to continuously improve our delivery of services.

Council Policies, Guidelines and Procedures
Employees are required to comply with Council Policies, Management Guidelines and Procedures.

Work Health and Safety
Council has a duty of care under Work Health and Safety Legislation to ensure, so far as is reasonably practicable, the health and safety of workers. This includes requirements to eliminate or minimise risks to health and safety. To minimise risk and assist in protecting workers in employment at Council, workers are required to meet the inherent requirements of the position.

I have read and am satisfied that I have understood the contents of this Position Description. While this position description reflects the current duties and responsibilities, it is not be interpreted as all inclusive. It may be subject to review from time to time.

Employee Name: _____

Employee Signature: _____

Witness: _____

Date: _____